

Appendix E

Duties and Responsibilities of the Radiation Safety Officer

The RSO's duties and responsibilities include ensuring the following:

- Stopping licensed activities that the RSO considers unsafe
- Possession, use, storage, and maintenance of sources and gauges are consistent with the limitations in the license, the Sealed Source and Device Registration sheet(s), and manufacturer's recommendations and instructions
- Individuals using gauges are properly trained
- When necessary, personnel monitoring devices are used and exchanged at the proper intervals; records of the results of such monitoring are maintained and determine if unnecessary exposures are received.
- Provide written notifications of annual radiation exposures to all monitored personnel as required by 180 NAC 10-004
- Gauges are properly secured
- Proper authorities are notified in case of accident, damage to gauges, fire, or theft
- Unusual occurrences involving the gauge (e.g., accident, damage) are investigated, cause(s) and appropriate corrective action are identified, and corrective action is taken
- Radioactive material is transported in accordance with all applicable DOT requirements
- Radioactive material is disposed of properly
- Appropriate records are maintained
- Up-to-date license is maintained and amendment and renewal requests submitted in a timely manner
- Emphasize the ALARA philosophy to authorized users, instruct personnel on current procedures and provide guidance on relevant changes to reduce exposure levels.
- Review dosimetry reports for all monitored personnel to determine if unnecessary exposures are being received.
- Conduct a audit at least annually of the radiation protection program's content and implementation, as required by 180 NAC 4-004.03.